



Dear Sir/Madam,

Re: Registration of Companies Seeking to Act on Behalf of Third Parties for CSME Skills Certificates and Right of Establishment Applications

This letter serves to outline the process and requirements for companies/business entities wishing to act on behalf of third-party applicants in matters related to the CARICOM Single Market and Economy (CSME) Skills Certificates, the Right of Establishment, or Skills Certificate renewals under the CSME Free Movement Regime.

The Free Movement of Skills and the Right of Establishment – The Free Movement Regime, is a fundamental pillar of the CSME. Under Article 46 of the Revised Treaty of Chaguaramas, eligible nationals of participating CARICOM Member States may seek employment or establish a business in another Member State, once they hold the requisite CSME Skills Certificate or Work Permit Exemption.

Free movement for economic activity within the CSME is available to wage earners, self-employed persons and certain personnel (Managerial, Supervisory or Technical staff) employed by a business operated within the CARICOM economic zone. The main benefits include:

- the abolition of the work permit requirement in specific circumstances;
- a right to enter a Member State for the purposes of economic activity;
- a right to indefinite stay in a Member State for skilled nationals, owners of a CARICOM business and certain categories of their personnel; and
- extended stay for service providers for the period of carrying out the service.

In light of the above, companies/business entities that seek to apply on behalf of their employees or third-party service providers must first be **formally registered** with the CSME Unit, Ministry of Foreign and CARICOM. The following information is required from each company/business entity as part of the registration process:

1. A letter addressed to the Head, CSME Unit informing of a desire for the company to be registered with the CSME Unit in order to act on behalf of CSME or ROE applicants;
2. Name and registration documents for the company/business entity;
3. Name of the owner of the business;
4. A declaration of payment of taxes by the Company (including tax compliance status); and

5. A letter from each applicant (employee or third-party) explicitly authorising your company/business entity to act on their behalf, in respect of the application (Skills Certificate, Right of Establishment or renewal).

Please ensure that all documentation is accurate and submitted in the format currently prescribed in the CSME Unit's guidelines. Applications by a third-party company will not be accepted unless the company/business entity is properly registered and all supporting documentation has been submitted. Kindly note that this is a one-off process and does not have to be repeated for each application.

If your company is seeking to be added to the Ministry's list of authorised third-party agents, kindly submit the complete registration package to Info.CSMEUNIT@foreign.gov.tt. Attention; Head, CSME Unit, Ministry of Foreign and CARICOM Affairs.

Kindly note that the minimum processing period for new Skills Certificate applications is approximately four (4) to six (6) weeks, and for Right of Establishment, approximately four (4) to six (6) weeks, subject to completeness of documentation.

We trust that this information clarifies the registration requirements and we look forward to facilitating the efficient processing of authorised third-party applications. If you need assistance with registration please make a virtual appointment with an officer from the CSME Unit on the following link: www.appointments.gov.tt.

Kindly note that proffering false information or fraudulent documents is a criminal offence. Any individual who submits false information, academic records or any other required documentation under the CARICOM Single Market and Economy (CSME) Free Movement Regime shall be subject to the penalties prescribed under the Immigration (Caribbean Community Skilled Nationals) (Amendment) Act, 2022. Such actions may incur penalties ranging from a fine of TT\$100,000.00 and/or a term of imprisonment of five (5) years.

Yours sincerely,

Head, CSME Unit
Ministry of Foreign and CARICOM Affairs